

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

February 6, 2008

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TITLE:	Accountant
POSITION NO:	04152
LOCATION:	Business & Financial Services Division, Helena
STATUS:	Full-Time/Permanent
UNION:	MEA/MFT
PAY GRADE:	Pay Plan 20, Pay Band 5
STARTING SALARY:	\$27,949 - \$33,838 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, February 21, 2008**. For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

TRAINING ASSIGNMENT: If there are not a sufficient number of qualified applicants, a training assignment may be considered. In order to be eligible for a training assignment, applicants must possess all but two years of the required education/experience. Salary depends upon education and experience.

TYPICAL DUTIES: This position is responsible for establishing and maintaining control of accounting records and reports which are complex in nature and involve a variety of funding techniques and controls; reviewing, monitoring, reporting, and analyzing financial activities related to federally funded health services grants and related state programs; analyzing financial reports to identify potential accounting problems; researching potential problems and initiating appropriate corrective action and extracting data from financial reports and utilizing the data to complete required federal reports; drawing related funds in accordance with the state Cash Management Improvement Act (CMIA) and ensuring the receipt of funds is properly recorded; and utilizing knowledge of accounting theory practices, Statewide Accounting, Budgeting and Human Resource System (SBHRS) and federal grant administrative rules.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of governmental accounting principles, practices and techniques; budgetary and funding regulations, theory, practices and procedures; SABHRS; and Federal rules and regulations related to the administration of Federal grants and financial reporting procedures; understanding of principles of and reporting for Cashing Management Improvement Act.

Skills: Skill in the use of personal computers and computer applications such as spreadsheet/Excel related to the application (v-lookup, linking, pivot tables, etc.), Word, Outlook, etc. Skill in Structured Query Language preferred.

Abilities: Ability to analyze and interpret accounting data and prepare accurate and complete financial reports; communicate effectively orally and in writing; recognize opportunities for process and procedural improvement; use sound judgment and make precise and accurate decisions; and establish and maintain effective working relationships with employees, other agencies, and the public.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in accounting, business, or finance **AND** three years of professional level accounting experience to include the following: two years of professional governmental accounting; two years of experience working with SABHRS or comparable accounting/financial reporting structure of similar complexity; two years experience involving the application/interpretation of federal rules and regulations related to the administration of federal grants by states; and one year developing/using advanced spreadsheet applications. Relevant professional accounting work may substitute for formal education on a year-for-year basis. Other equivalent combinations of education and experience will be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (**Only degrees from an accredited college or university recognized by the US Department of*

Education are acceptable to meet education requirements).
If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.